



FIJI LAW REFORM COMMISSION

ROLE DESCRIPTION: EXECUTIVE OFFICER

CORPORATE INFORMATION

1. Position Level: Band E
2. Salary Range: \$19,041.75 - \$24,412.50
3. Duty Station: Suva
4. Reporting Responsibilities;
 - a) **Reports To:** Director Fiji Law Reform Commission
 - b) **Liases with:** All staff of the Fiji Law Reform Commission, Government ministries and departments, relevant vendors/suppliers
 - c) **Subordinates:** None.

POSITION PURPOSE

To provide optimum administrative support in ensuring efficient management, administration and coordination of internal services in the Office, in so that it can carry out its functions efficiently.

KEY DUTIES

The Executive Officer shall be:

1. Responsible for the control and maintenance of the Office vehicle and ensure that vehicle records are properly maintained and up to date;
2. Ensure that the vehicle is regularly serviced properly maintained and is always in a safe and roadworthy condition;
3. Assist in proactively planning and implementing changes to Office recruitment and selection practices to ensure compliance with OMRS guidelines and contemporary recruitment practices;
4. Assist with providing support on staff training matters in terms of arranging training logistics;
5. Coordinate with Clerical officer regarding the Fiji Law Reform Commission Consultations schedule, travel arrangements, booking and logistical arrangements;
6. Assist with effective communication with applicants, and management to ensure timely provision of advice and information to stakeholders;
7. Assist in adhering to disciplinary processes through assistance in investigating cases/allegations reported and compiling reports;
8. Ensure high levels of customer service and respond to queries and requests in a professional, courteous and timely manner;
9. Carry out other duties pertinent to the scope of the post as directed by the Director Fiji Law Reform Commission.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Provide accurate and timely assistance for the day to day functions of the Office



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2. All assigned duties are completed and delivered within the specified timelines
3. Manage and maintain an effective and efficient records management system to ensure timely access and retrieval of documents.
4. Client service standards are achieved.

PERSON SPECIFICATION

In addition to successful completion of a Diploma in Management/Business Administration or Public Administration (or equivalent), the following knowledge, experience, skills and abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. At least 3 years' experience working in a fast-paced office environment;
2. Proven experience in the use of Microsoft Office products, especially Excel, Word, Outlook and PowerPoint;
3. Understanding of the Fijian Constitutional and applicable laws of Fiji; and
4. Working knowledge of personal administration functions, policies, practices and objectives

SKILLS AND ABILITIES

1. Ability to prioritise, complete work accurately in a timely manner;
2. Demonstrated ability to maintain proper documentation, records & filing maintenance
3. Demonstrated ability to maintain confidentiality and neutrality in a sensitive environment;
4. Ability to work autonomously and as part of a team; and
5. Strong attention to detail.
6. Ability to utilise computer programs in order to produce high quality documents.

PERSONAL CHARACTER AND ELIGIBILITY

Applicants for employment must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be a Fijian Citizens, in sound health, aged below 60 with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance prior to taking up the duty.

The Fiji Law Reform Commission is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.